

General Assembly Building Emergency Evacuation Plan (BEEP)



01-06-2009

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General Assembly Building EMERGENCY EVACUATION PLAN

I. PURPOSE

This plan provides instructions to be used during emergency evacuations in the General Assembly Building for the protection and safety of all employees.

II. SCOPE

This plan is general in scope and is designed to handle evacuation procedures for the General Assembly Building. It is subject to change by written directive through the Fire Safety Director/Building Warden with approval by the Bureau of Facilities Management, Division of Engineering and Buildings. When emergency conditions exist, the Fire Safety Director/Building Warden, Capitol Police, State Police, and Fire Chief may make any changes to this plan as deemed necessary to provide for a safer evacuation or safer conditions for the building occupants. This plan is prepared for emergency evacuation arising from:

- A. Fire
- B. Bomb Threats
- C. Civil Disorders
- D. Storms
- E. Other threats to the safety of life and property.

III. ORGANIZATION

One person within each agency should be appointed to represent that agency on a Building Safety Committee. The major tenant in the building shall appoint someone to be the chairperson of the Building Safety Committee, who will coordinate the planning and implementation of the evacuation plan. This individual may also serve as a Safety Director/Building Warden as referred to hereinafter.

The names of the person appointed Chairperson of the committee and their alternate should be forwarded to the Bureau of Facilities Management for contact purposes.

The emergency evacuation organization shall be comprised of a Safety Director/Building Warden, and his/her alternate, a Floor Warden and alternates, (for each floor that is occupied), a Zone Warden and alternates (zones should include no more than fifteen (15) people in each area for each floor) a Stairway Monitor and alternates for each stairwell on each floor and an Elevator Monitor and alternates for each bank of elevators and freight elevator on each floor.

IV. RESPONSIBILITIES

A. A. BUILDING WARDEN Aubrey Stewart 9-698-1559 astewart@house.virginia.gov

Alternate Bldg. Warden Glenn Robertson 9-698-7470 grobertson@sov.state.va.us

1. ADMINISTRATIVE RESPONSIBILITIES

- a. Publish an evacuation plan approved by the Bureau of Facilities Management, Division of Engineering and Buildings, which will provide for the safe and orderly evacuation of the building.
- b. Distribute the evacuation plan to all members of the organization, and ensure a clear understanding of the provisions of the plan.
- c. Conduct periodic classes to train all members of the Evacuation Team in evacuation procedures, and procedures for evacuating "special needs" personnel and obtaining emergency medical assistance for all personnel.
- d. Select from the occupants on each floor, personnel to serve as Floor Wardens, Zone Wardens, Stairway Monitors and Elevator Monitors.
- e. Maintain a list of all personnel that may need some type of special assistance during emergency conditions. This can range from a non-ambulatory person, to a person with cardiovascular disease. They are referred to throughout this plan as "special needs personnel."
- f. Designate a safe location outside the building for assembly areas.
- g. Maintain all training records with regards to Fire and Safety.
- h. Responsible for submitting the Department of General Services' Emergency Evacuation (Fire) Drill Report to the Bureau of Facilities Management's Emergency Evacuation Program Manager will.wells@dgs.virginia.gov within five (5) working days following an emergency evacuation (Fire) drill. (See Appendix C.)

2. RESPONSIBILITIES DURING EMERGENCIES

- a. Upon notification of a fire alarm or bomb threat evacuation, the Building Warden will position him/herself at a predetermined location with telephone access. This position should not interfere with arriving emergency personnel. The Building Warden should receive reports from the Floor

Wardens that each floor has been evacuated and act as a liaison between the fire department, Capitol Police, and building personnel.

B. FLOOR WARDEN(S)

1. ADMINISTRATIVE RESPONSIBILITIES

- a. Become familiar with all aspects of his/her assigned floor, such as special hazards, exit locations, the locations of alarm pull stations, firefighting equipment, and working locations of all "special needs personnel", etc.
- b. Maintain a roster of all personnel assigned to his/her floor, identify and locate all "special needs personnel" and persons assigned to assist in their evacuation and assure that this roster is kept up-to-date at all times.
- c. Develop method for the accounting of personnel once they have been evacuated.
- d. Designate and train an alternate Floor Wardens to assume responsibility during his/her absence. Also appoint Zone Wardens, Stairwell Monitors, and Elevator Monitors and their assistant as necessary.
- e. Provide the Building Warden with a list of personnel that have been assigned duties and maintain an up-to-date record on all assignments and changes of assignments for his/her floor.
- f. Responsible for submitting the Floor Warden Emergency Evacuation (Fire) Drill Report to the Building Warden within two (2) working days following an emergency evacuation (Fire) drill.
(See Appendix D.)

2. RESPONSIBILITIES DURING EMERGENCY

- a. The Floor Warden(s) has ABSOLUTE AUTHORITY over ALL personnel on that floor, even if the Floor Warden is a member of another state agency.
- b. Upon receipt of an alarm signal, the Floor Warden(s) will oversee the orderly evacuation of ALL offices on that floor. The Floor Warden will receive reports from the Zone Wardens that all personnel from their assigned areas have vacated and are advised of any "special needs personnel" that are present and will need assistance.
- c. The Floor Warden(s) will report to the Building Warden that his/her floor is clear, and will advise of any "special needs personnel" or injured occupant on the floor that need assistance.

C. ZONE WARDEN

1. ADMINISTRATIVE RESPONSIBILITIES

- a. To assist the Floor Warden in coordinating the training and oversee the safe evacuation of people in their assigned zone within the floor. If more than fifteen (**15**) people are within the work area, then another Zone Warden should be appointed.
- b. Become familiar with all aspects of his/her assigned zone such as special hazards, exit locations, the locations of alarm pull stations, firefighting equipment, and working locations of all "special needs personnel" etc.
- c. Maintain a roster of all personnel assigned to his/her zone, identify and locate all "special needs personnel" and personnel assigned to assist in their evacuation, and maintain an up-to-date roster at all times. This list should be given to the Floor Warden.
- d. Designate and train an alternate Zone Warden to assume responsibility during his/her absence.
- e. Provide periodic training of all personnel, especially newly employed personnel; provide a written guide on evacuation procedures for the use of firefighting equipment, procedures for evacuating hazardous areas, handling "special needs personnel," obtaining emergency medical assistance, and advising of any changes in the evacuation plan or procedures.

2. RESPONSIBILITIES DURING EMERGENCY

- a. The Zone Warden has ABSOLUTE AUTHORITY over ALL personnel assigned to his/her zone, even if the Zone Warden is a member of another state agency.
- b. Upon receipt of an alarm signal, the Zone Warden will oversee the orderly evacuation of ALL offices in his/her zone. If there is no immediate danger, the Zone Warden will check all storerooms, file rooms, restrooms, etc. to be certain that every room is empty; closing all doors as he/she leaves.
- c. The Zone Warden will report to the Floor Warden that all personnel from their assigned zone have been vacated or confirm that any "special needs personnel" are present or need further assistance.

D. STAIRWELL MONITOR

1. ADMINISTRATIVE RESPONSIBILITIES

- a. The Stairwell Monitor shall assist in the orderly use of the assigned stairwell in the evacuation of his/her floor.

2. RESPONSIBILITIES DURING EMERGENCY

- a. Upon receipt of an alarm signal, Monitors will proceed to their assigned stairwell to ensure that all personnel evacuate the floor in an orderly manner. During an evacuation there shall be no smoking, no pushing, or shoving. The Monitor will watch for any signs of panic and, should such signs become apparent, move quickly to correct the situation and maintain order. Stairwell monitors will make sure that all personnel that are evacuating the floors should keep to the right on the stairs so as not to interfere with any emergency personnel responding to the emergency.
- b. Stairwell Monitors will have the responsibility of ensuring that stairwell doors are kept closed except when being used to evacuate the floor.
- c. After the floor has been cleared, the Stairwell Monitor will ensure that the stairs have been cleared of personnel, and then admit the "special needs personnel" and those assigned to help them into the stairwell.

E. ELEVATOR MONITOR

1. RESPONSIBILITIES DURING EMERGENCY

- a. The duty of the Elevator Monitor is to advise building occupants not to use an elevator during a fire alarm.

THE USE OF AN ELEVATOR IN A FIRE EMERGENCY COULD BE EXTREMELY DANGEROUS

- 2. Elevator shafts air currents encourage the spread of smoke.

2. EMERGENCY ELEVATOR PROCEDURES

If you are in the elevators and need assistance, press the button on the telephone to establish voice communications with the Service Desk or Capitol Police.

V. FIRE ALARM AND WARNING SIGNALS

A. FIRE

Immediately upon discovering a fire the employee should:

1. Pull down the handle of the nearest fire alarm pull station.
2. Call 9-911.

When the Emergency Dispatcher answers the phone, give the following:

- a. Your Name
 - b. Name of Building
 - c. Building Address and floor number
 - d. What is on fire
 - e. Phone number
3. USE THE NEAREST FIRE EXTINGUISHER ONLY IF YOU HAVE HAD THE PROPER TRAINING AND THE FIRE CAN BE EXTINGUISHED WITHOUT ENDANGERING YOURSELF OR OTHERS.

B. FIRE SYSTEM

The State Building Code requires that all high-rise buildings must have special equipment to protect occupants against smoke in the event of a fire. The stairs are pressurized by the HVAC system to prevent smoke from migrating into the stairwells providing safe passage for occupants. The entire building has a fire suppression sprinkler system.

The building is automated and controlled from the building operator's console in the event of a fire or other emergency.

In the event of power failure due to a fire, the backup emergency generator goes into operation for all critical electrical systems.

In the event of a fire on any floor, or within any area of the building, the following methods sense combustion and/or sound an alarm:

1. Manual pull stations adjacent to each stair.
2. Ceiling smoke detectors, located in the lobbies and at stairwells
3. Sprinkler System
4. Smoke detectors above the ceiling in the return air plenum in each quadrant of each floor.
5. Heat detectors

C. FIRE ALARM ACTIONS

When the building's alarm system is sounded, a pre-recorded voice instruction is automatically initiated, sending an alarm and instructions to the affected floor(s).

1. The elevators automatically go to the first floor if a detector in the elevator lobby, elevator shaft or elevator machine room is activated.
2. Stairwells No.4 and 6 are pressurized by the HVAC system to prevent smoke from migrating into the stairwells. When outside the building, personnel should not leave the assigned assembly area without permission. If a later count is made and is different from the first, it will cause an unwarranted search for that person(s).

VI. BOMB THREAT AND OTHER SUBVERSIVE ACTS

In the event of a bomb threat, the person taking the call shall:

1. Use the "Bomb Threat Card" (Appendix A) supplied by the Capitol Police. ***One should be under each telephone in the agency at all times.***
 1. Write down the information word for word on the Bomb Threat Checklist.
 2. If you don't understand what the caller means, then ask for clarification.
 3. If you have caller I.D. on your telephone, write down the caller's phone number.
 4. Ask the caller to give you details (location of bomb, detonation time, etc.)
 5. Note anything that might be significant about the callers voice (male/female, accent, etc.)
 6. If the voice sounds familiar, note who it sounds like.
 7. Pay attention to any background noises you might hear on the telephone (street sounds, public address systems, etc.).
 8. Ask the caller their name, location, and telephone number (oddly enough, there have been cases where the correct name and address have been given.)
 9. Have someone notify Capitol Police IMMEDIATELY at 786-HELP or 786-2120.
 10. The person receiving the call "SHALL NOT BROADCAST" the matter and cause panic.
 11. Report the call to your supervisor.
 12. Do not use the telephone after receiving the call until you have been

authorized to do so by Capitol police.

13. If it has been determined that an evacuation of the floor/building is required, you will be notified by your Floor Warden. Every person will evacuate the building as per instructions given by the Floor Warden. NO ELEVATORS WILL BE USED FOR EVACUATION PURPOSES.
14. Before leaving the office area each person shall search his area for strange or unusual packages, and if suspected, report it to the Zone Warden. DO NOT ATTEMPT TO TOUCH OR DISTURB IT IN ANY WAY.

All persons will leave the building, and unless otherwise instructed, go to the area designated in the Evacuation Plan and remain there until the Capitol Police allow you to leave.

VII. TRAINING AND DRILLS

A. The Director of the Bureau of Facilities Management, Division of Engineering and Buildings, or their designated representatives will meet with the Safety Committee as needed to assist with the coordination and implementation of the evacuation plan.

B. Organizational members will be trained by the Building Warden, using guidance provided by the Bureau of Facilities Management, Division of Engineering and Buildings, or its representatives, to develop proficiency in building/floor evacuations. Periodic Agency meetings should be held to train a functional organization and to inform them of the latest developments and policies affecting evacuation activities. There will be at least four (4) evacuation drills a year for each floor or work area in which the organizational operation will be tested.

Tenants are required to participate in fire drills in order to familiarize themselves with the building's fire alarm signals and stairwell exits and the floor's evacuation plan.

C. Drill Preparations

1. The Building Warden will circulate a memo or e-mail to the Emergency Evacuation Team detailing the evacuation plan, the day on which the drill will be held, and the time of the drill.
2. Prior to the drill, the Building Warden will also notify the following personnel and all mobility impaired persons of the location, time, and date of the drill:

OMEGA in the James Monroe Building	9-225-2590
Service Desk, Bureau of Facilities Management	9-786-3578
The Service Desk Personnel will notify the Director of Maintenance and Operations, who	

will dispatch an electrician to the building,
to activate and reset the fire alarm system.

The Capitol Police

9-786-2120

D. Drill Procedure

1. Drills should be held mid-morning at a time that most tenants have arrived for work and are aware that the alarms are only a drill.
2. The Building Warden will instruct the electrician when to activate the fire alarm.
3. The Floor Wardens should put the floor evacuation plan into action. All zone wardens, stairwell monitors, elevator monitors and those assigned to assist the "special needs personnel" should assume their positions.
4. Occupants should leave the floor via the nearest stairwell and follow their exiting plan.
5. After the fire drill is concluded, the Building Warden will meet the evacuation team to discuss whether all systems and plans functioned properly and to determine the overall effectiveness of the drill.

E. Means of Identification

Ball Caps of different colors and green reflective vests will be used to identify the building warden, floor warden and other members of the evacuation team. This will make it easier for the building occupants.

Building Warden

Floor Wardens

Stairwell Monitors

Elevator Monitors

Zone Wardens

Red

White

Blue

Blue

Blue

VIII. EVACUATION

Personnel shall comply with the following procedures during an evacuation.

1. Close any open window, go to the hall, close office door as you leave.
2. Proceed to the nearest safe stairwell exit, down the steps using the right side of the stairs so as not to interfere with any emergency personnel responding to the emergency.
3. Remain calm and alert, no running, pushing, smoking, or passing on the stairways.
4. Proceed to the designated assembly area – Governor Street (Behind the Governor's Mansion) in front of the Zincke Building for roll call.

IX. "SPECIAL NEEDS PERSONNEL"

In order to avoid confusion and congestion in the stairwells, it is suggested that all "special needs personnel," and those assigned to assist them during evacuation, meet at the entrance to the stairwell until all traffic has cleared that point and then be admitted to the stairwell landing. If an evac or stair chair is not available to move "special needs personnel" to the building egress from an upper floor, the Floor Warden shall take the names of those personnel left in the stairwell, and this list shall be given to the Building Warden. The list shall include the names and locations and in which stairwell the personnel were left to be evacuated by trained professionals. Notify the Fire Department and Capitol Police immediately of personnel to be evacuated from stairwells.

X. ALL CLEAR SIGNALS

Each Zone Warden shall report to the Floor Warden, and in turn, the Floor Warden will report to the Building Warden, that their areas are clear of ALL occupants.

NO ONE WILL RE-ENTER THE BUILDING UNTIL THE ALL CLEAR SIGNAL
HAS BEEN GIVEN.

After the "All Clear" signal has been given by either the Fire Chief or other officer in charge, or by the Capitol Police, the Building Warden will then give the "All Clear" signal to the Floor Wardens and all personnel will return to their workstations.

INSTRUCTIONS CONCERNING NEWS MEDIA

The Bureau of Fire or the Capitol Police shall give statements to the media.

Appendix A

Bomb Threat Checklist and Telephone Procedures

Instructions: Be Calm, Be Courteous, Listen, Do Not Interrupt The Caller, Notify Supervisor Or Security Officer By Prearranged Signal While Caller Is On The Line.

Name Of Operator_____Time_____Date_____

Caller's Identity

Male_____Female_____Adult_____Juvenile_____Approximate Age_____

Origin of Call

Local_____Long Distance_____Booth_____Internal_____

If call is from within building, leave plug in board.

Voice Characteristics

_____Loud _____Soft
 _____High Pitch _____Deep
 _____Raspy _____Pleasant
 _____Intoxicated _____Other

Speech

_____Fast _____Slow
 _____Distinct _____Distorted
 _____Stutter _____Nasal
 _____Slurred _____Lisp

Language

_____Excellent _____Good
 _____Fair _____Poor

Accent

_____Local _____Not Local
 _____Foreign _____Region

Manner

_____Calm _____Angry _____Factory Machines
 _____Rational _____Irrational _____Bedlam
 _____Coherent _____Incoherent _____Music
 _____Deliberate _____Emotional _____Office Machines
 _____Righteous _____Laughing _____Mixed
 _____Street Traffic

Background Noises

_____Trains
 _____Animals
 _____Quiet
 _____Voices
 _____Airplanes
 _____Party

Message Received From Caller: _____

Appendix B

II. ZONE PERSONNEL ROSTER

A zone personnel roster shall be completed by each Zone Warden. It must be kept up to date and readily available at all times.

ZONE PERSONNEL ROSTER

FLOOR _____ ZONE _____

ASSISTANCE

NAME

AID ASSIGNED

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



COMMONWEALTH of VIRGINIA

Building Warden Emergency Evacuation (Fire) Drill Report

The Building Warden will need to complete this form and forward to [Will D. Wells, Emergency Evacuation Program Manager](#), Department of General Services, Division of Engineering & Buildings, 203 Governor St., Suite 129, Richmond, VA 23219 or e-mail to will.wells@dgs.virginia.gov within five work days following an emergency evacuation fire drill.

Building Name: General Assembly Building

Building address: 910 Capitol Street Richmond, VA 23219

Time of drill: _____

Date of drill: _____

Weather conditions when occupants evacuated: _____

Number of occupants: _____

Average drill time: _____

Other information relevant to the drill: _____

Building Warden Name: _____

Date Submitted By the Building Warden: _____



COMMONWEALTH of VIRGINIA

Floor Warden Emergency Evacuation (Fire) Drill Report

Each Floor Warden will need to complete this form and forward to [Aubrey Stewart, Building Warden](#) with the Virginia House of Delegates, 910 E. Capitol Street, Richmond, VA 23219, or e-mail to astewart@house.virginia.gov within two work days following an emergency evacuation fire drill.

Building Name: General Assembly Building (GAB)

Building address: 910 E. Capitol Street, Richmond, VA 23219

Agency Name: _____

Time of drill: _____

Date of drill: _____

Weather conditions when occupants evacuated: _____

Number of occupants: _____

Floor Area(s): _____

Total time for Floor Area occupants to evacuate Bldg.: _____

Other information relevant to the drill: _____

Floor Warden Name: _____

Date Submitted to the Building Warden: _____

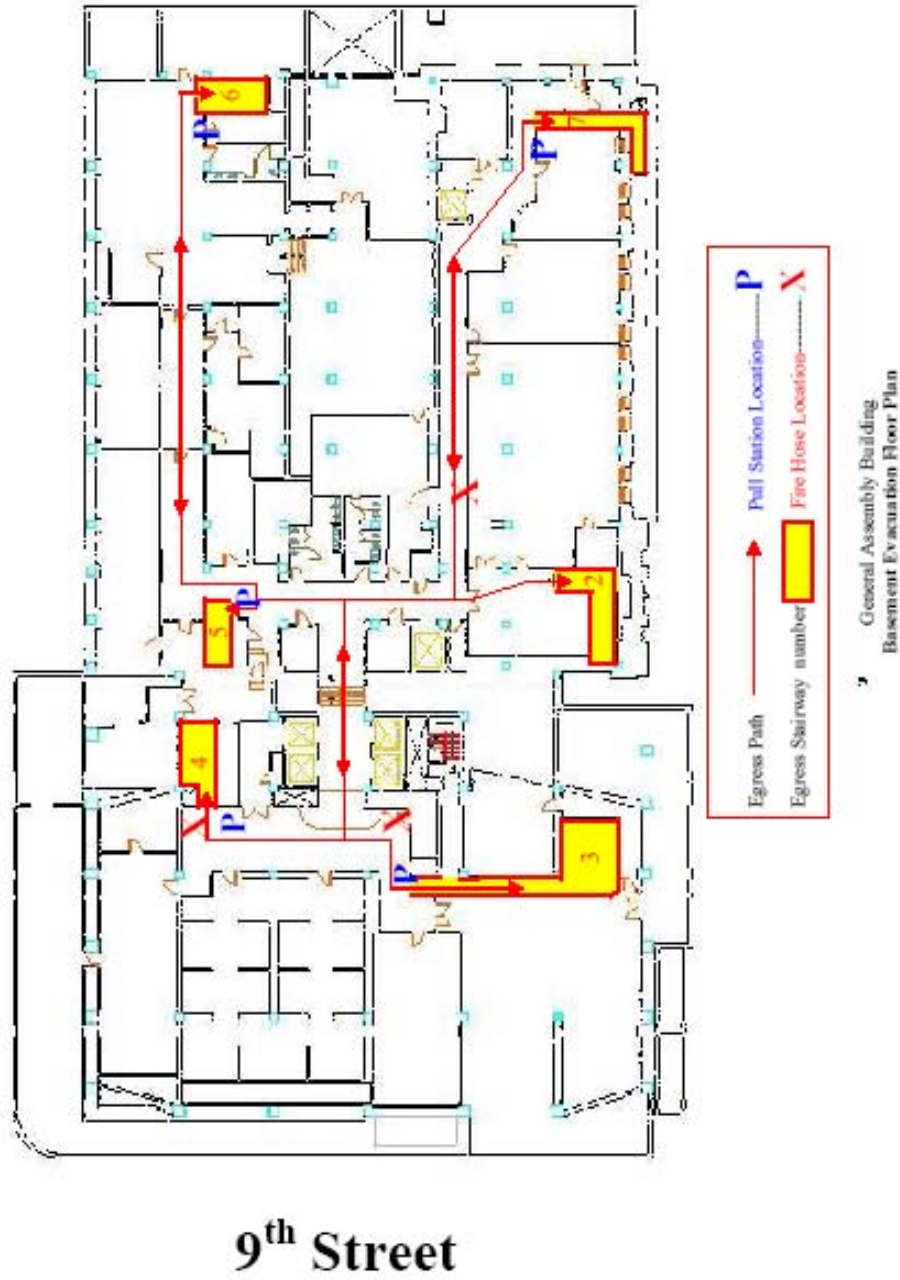
APPENDIX E

BUILDING SAFETY COMMITTEE

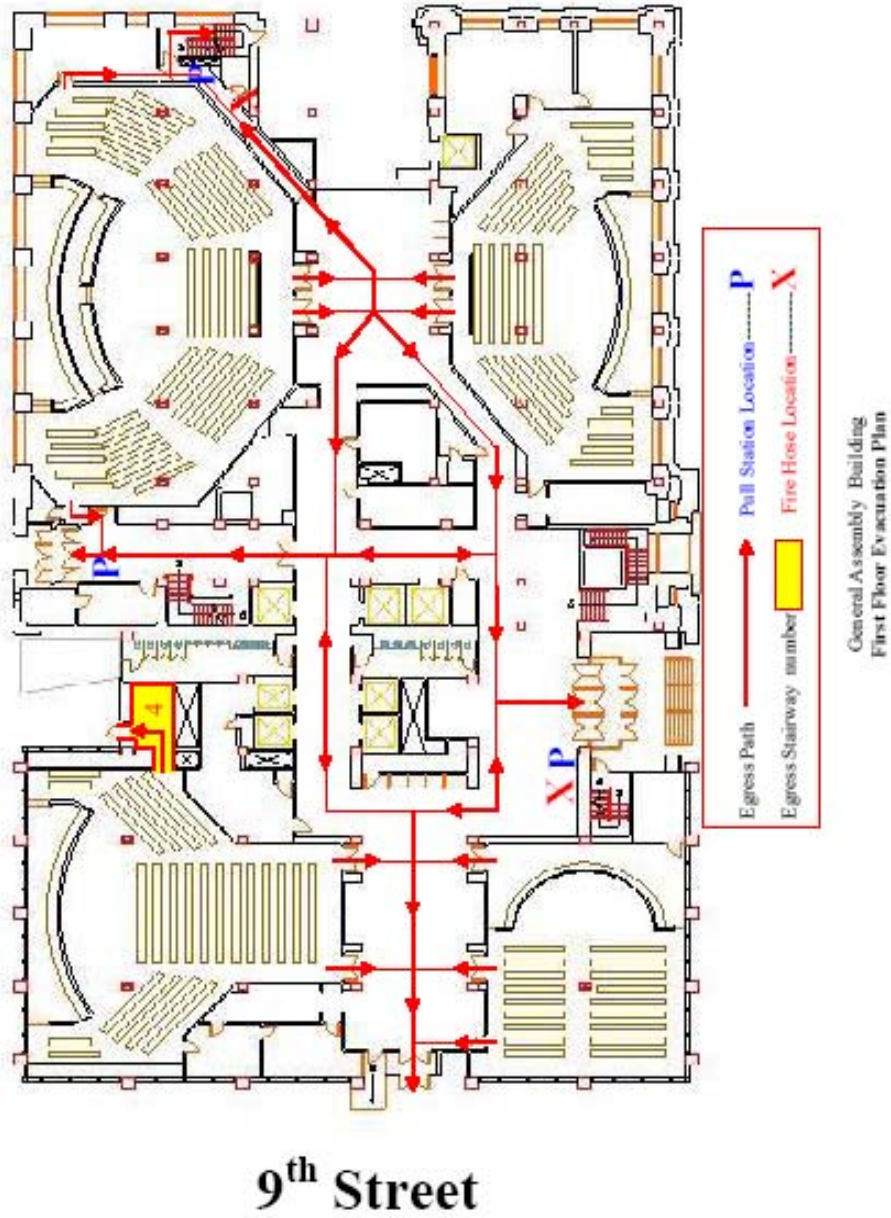
<u>Name:</u>	<u>Agency:</u>	<u>Phone No.</u>	<u>E-Mail Address</u>
Aubrey Stewart, Building Warden	HOD	9-698-1559	astewart@house.virginia.gov
Glenn Robertson, Asst. Bldg. Warden	SOV	9-698-1544	grobertson@sov.state.va.us
Barbara Timberlake	DLAS	9-786-6984	
Dennis Maxey	HOD	9-698-1554	
John Garka	DLS	9-786-3591	
Terri Edwards	DLS	9-786-3591	
Johnye Bennett	SOV	9-698-7460	
David Bortz	SOV	9-698-7470	
George Bishop	HOD	9-698-1551	
Jay Braxton	HOD	9-698-1552	
Anna Hanback	HOD	9-698-1504	
Beth Dingus	HOD	9-698-1505	
Linda Wood	DLAS	9-786-0150	
Antney Dugger	DLAS	9-786-1895	
Tim Jackson	HOD	9-698-1562	
Dick Kirkland	HOD	9-698-1564	
Paul Van Lenten	HAC	9-698-1593	
Dick Hickman	SFC	9-698-7480	
Bill Echelberger	SFC	9-698-7480	
Paula Lambert	JLARC	9-819-4571	
Eric Messick	JLARC	9-819-4582	
Ashley Colvin	JLARC	9-819-4592	
Aris Bearse	JLARC	9-819-4562	
Tracey Smith	JLARC	9-819-4567	
Walt Smiley	JLARC	9-819-4587	

Appendix F

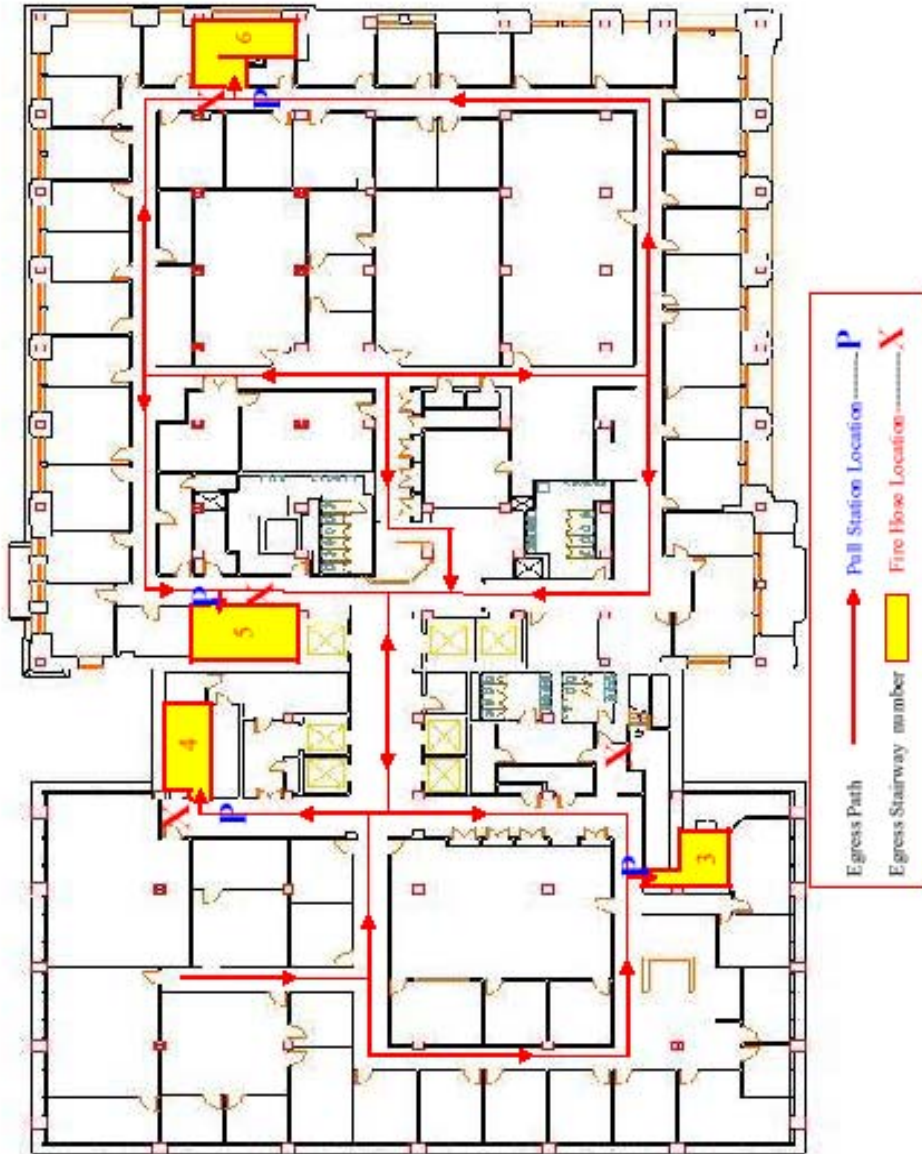
Broad Street



Broad Street



Broad Street



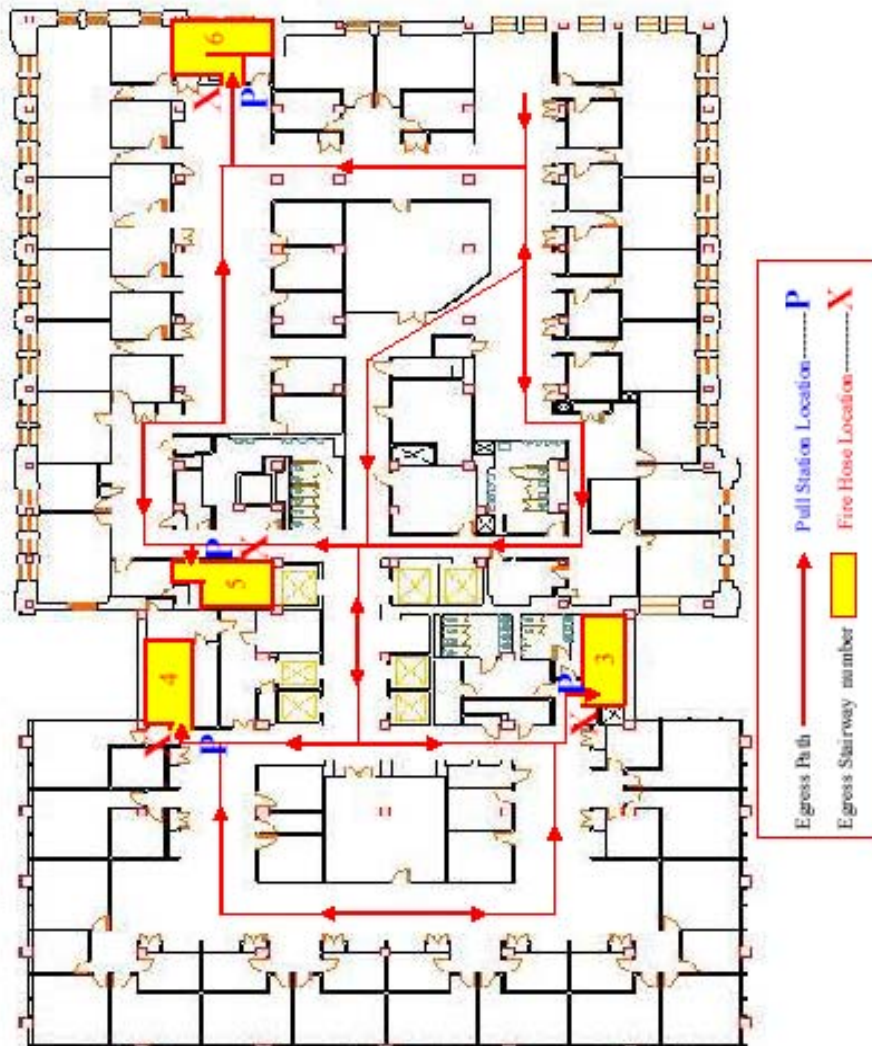
General Assembly Building
Second Floor Evacuation Plan

9th Street

Broad Street



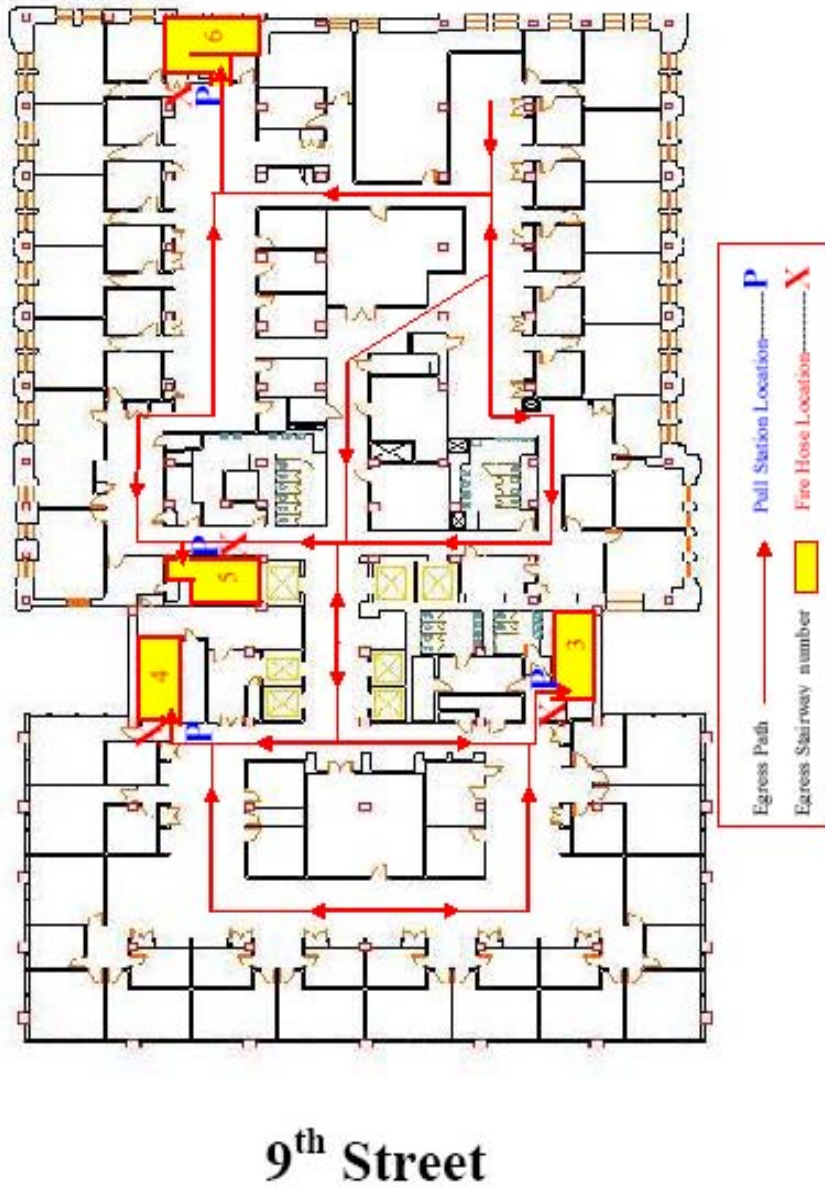
Broad Street



9th Street

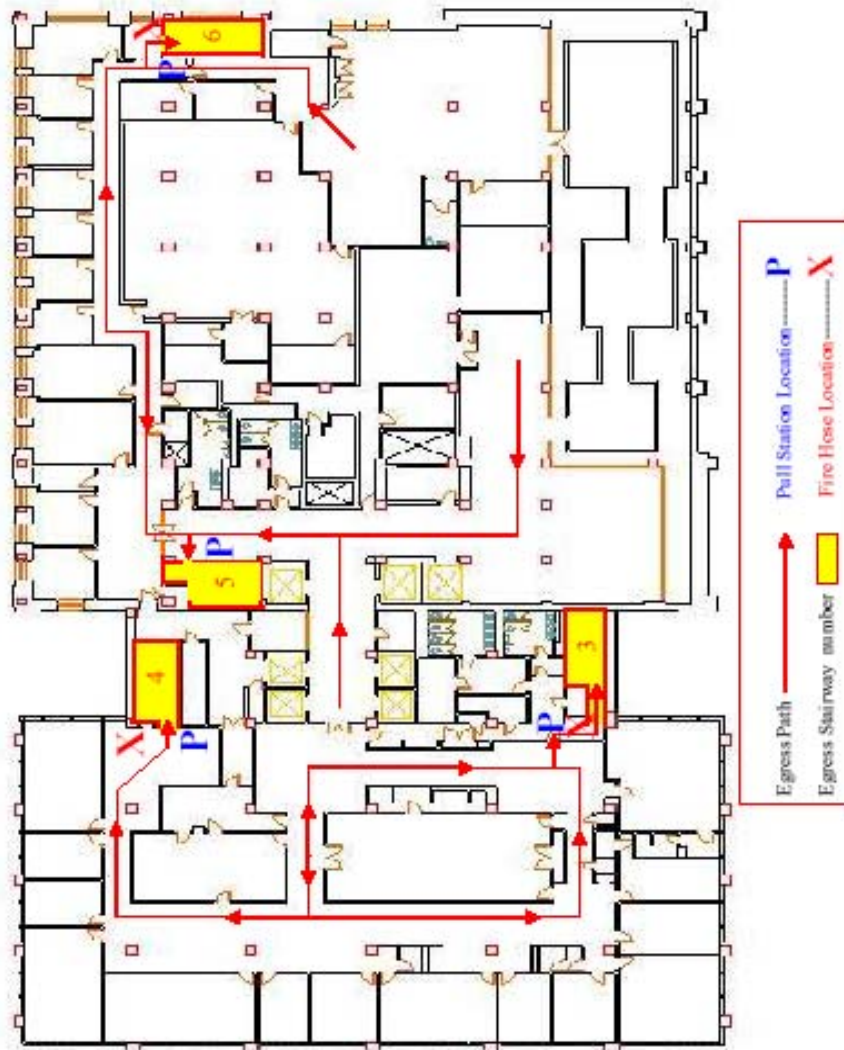
General Assembly Building
Fourth Floor Evacuation Plan

Broad Street



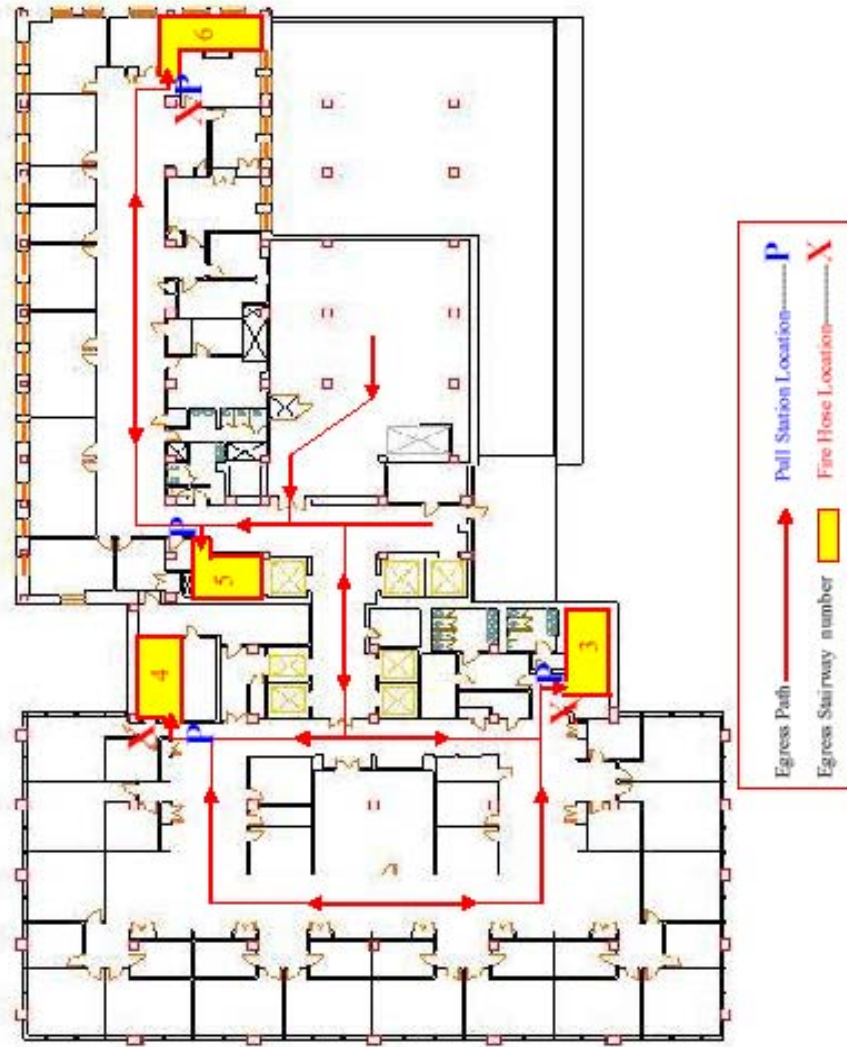
General Assembly Building
Fifth Floor Evacuation Plan

Broad Street



9th Street

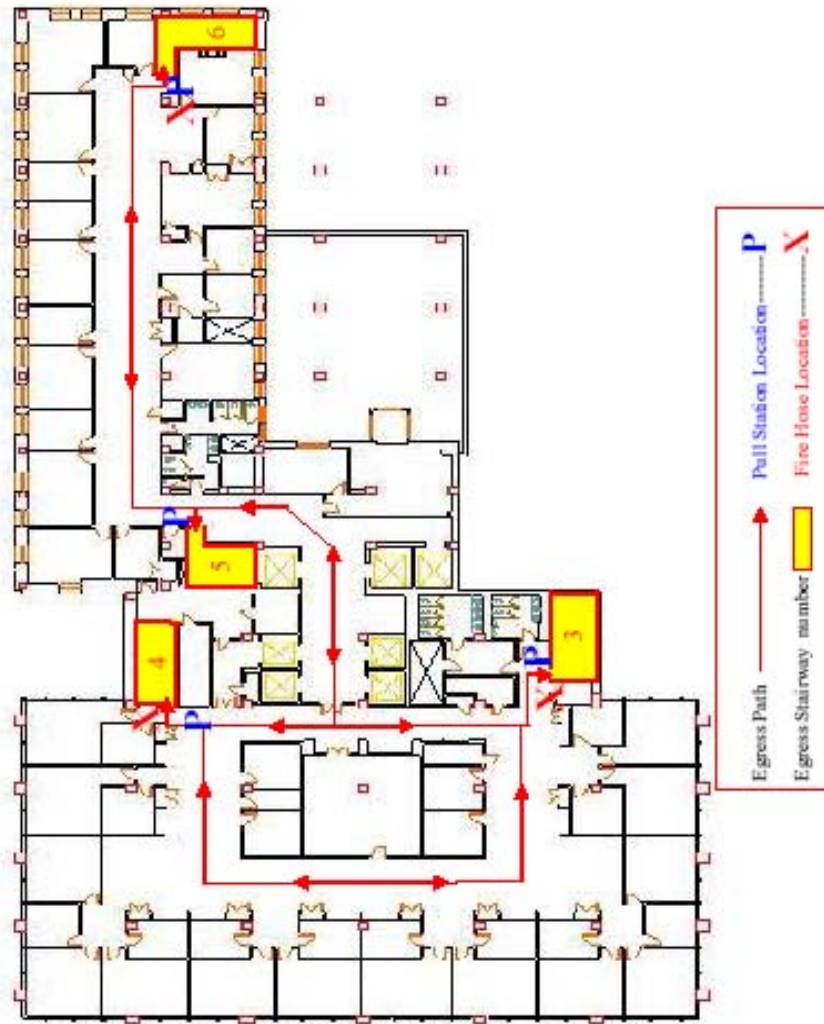
Broad Street



9th Street

General Assembly Building
Seventh Floor Evacuation Plan

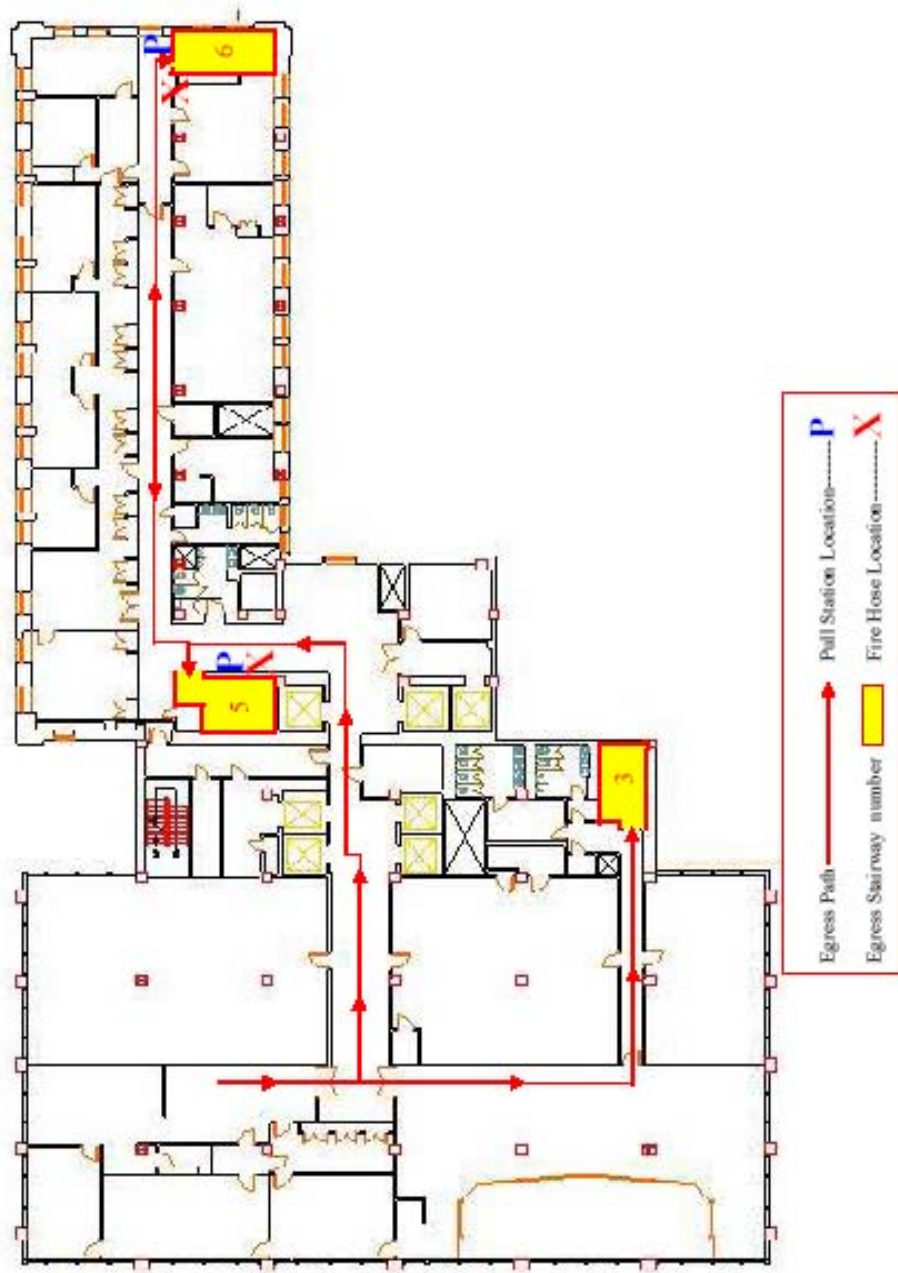
Broad Street



9th Street

General Assembly Building
Eighth Floor Evacuation Plan

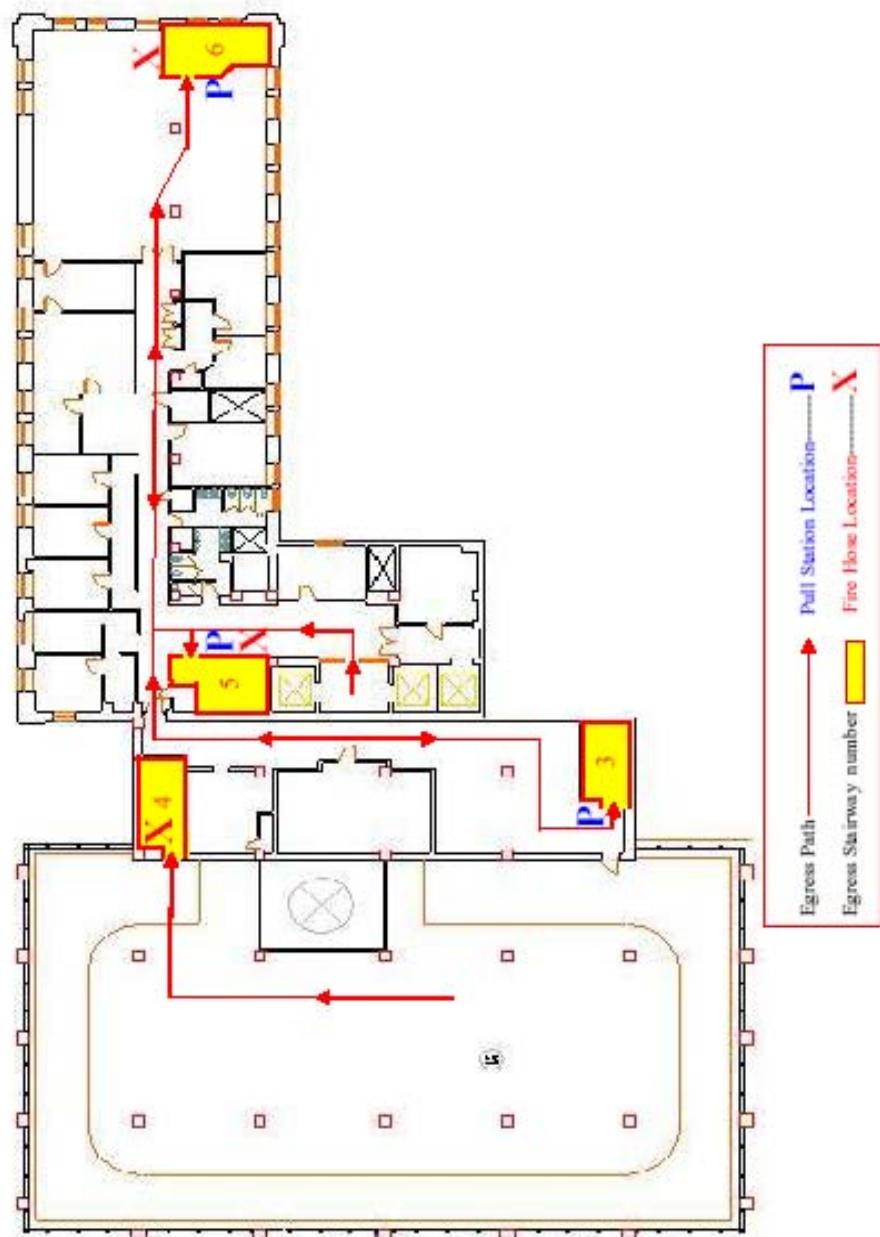
Broad Street



General Assembly Building
Ninth Floor Evacuation Plan

9th Street

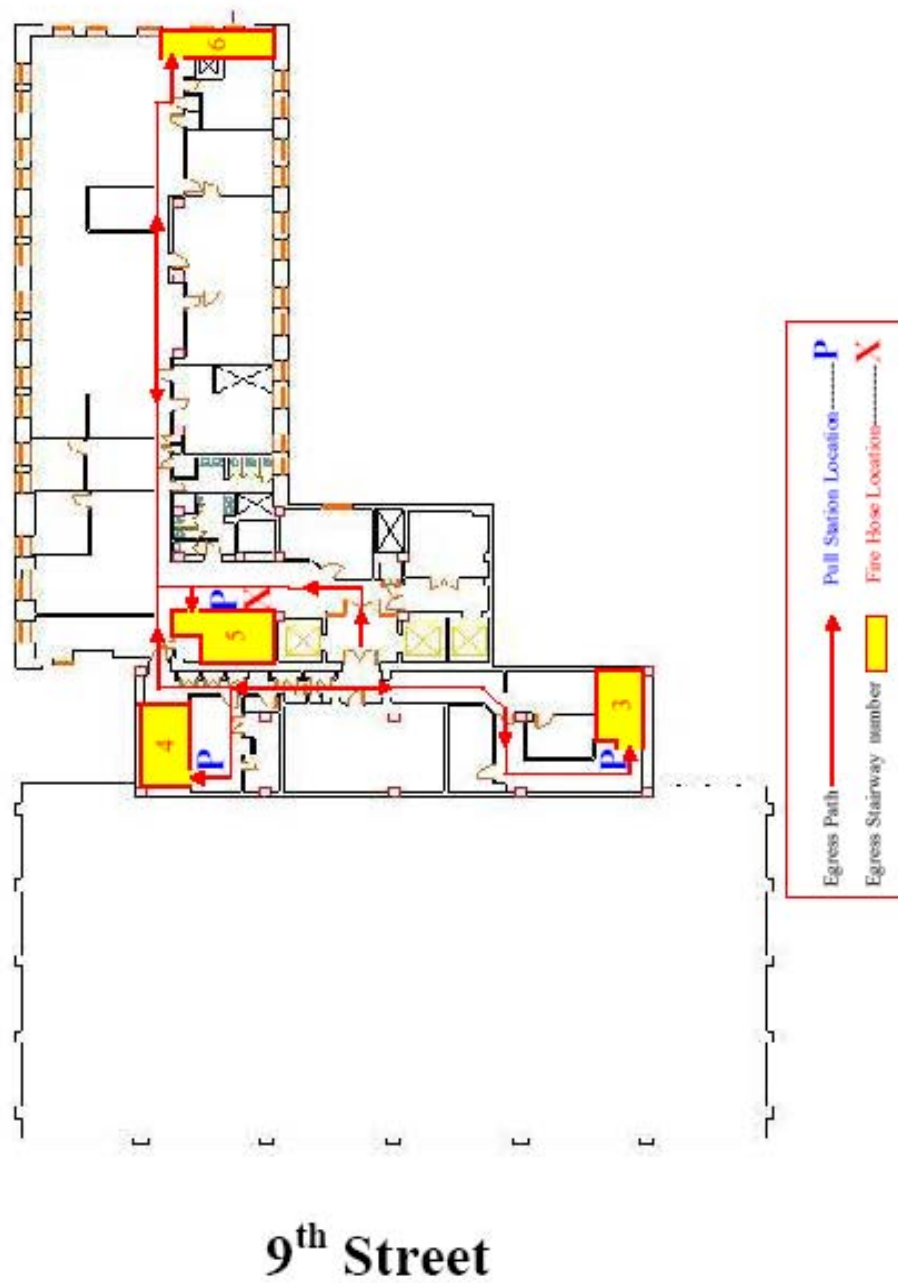
Broad Street



General Assembly Building
Tenth Floor Evacuation Plan

9th Street

Broad Street



General Assembly Building EMERGENCY EVACUATION PLAN

